

# Other Folder Maintenance Functions

## Modifying a Folder Definition

### To modify a folder definition

1. On the Folder Maintenance screen, enter MO in the two-character command line preceding the folder you want to modify and press Enter.

The Folder Definition >General Attributes screen appears for the folder you have selected.

2. You can modify the data displayed by simply entering new data in the input fields. When you have finished modifying the folder definition, press Enter to save your modifications.

A message confirms that the folder definition has been successfully modified:

Record modified

3. If COMMIT is set to OFF, press PF5 (Do) to save your modifications before exiting. If you do not, a window opens which asks you to commit modifications by typing Y. Type Y and press Enter.

A message confirms:

All modifications committed

For explanations of the input fields, see Field Descriptions: Folder Definition - General Attributes.

## Authorizing User Access to a Folder

### To authorize user access to a Folder

- On the Folder Maintenance screen, enter AU in the two-character command line preceding the folder for which you want to grant authorization and press Enter.

The Authorization List window for Folders opens.

To grant authorization to a new User, proceed as described in the Section Authorizing User Access to Objects.

## Copying a Folder Definition

### To copy a folder definition

- On the Folder Maintenance screen, enter CO in the two-character command line preceding the folder you want to copy and press Enter.

The Copy Folder Definition window opens.

### To copy the folder

- Type the name of the target folder in the input field provided and press Enter.

A message confirms:

(Folder name) copied successfully

## Deleting a Folder Definition

### To delete a folder definition

1. On the Folder Maintenance screen, enter DE in the two-character command line preceding the folder you want to delete and press Enter.

If CONFIRM is set to ON, a window opens which asks you to confirm deletion by typing the name of the folder again.

2. Type the folder name in the input field provided and press Enter.

A message confirms:

Object deleted

## Displaying a Folder Definition

### To display a folder definition

- On the Folder Maintenance screen, enter DI in the two-character command line preceding the folder you want to display and press Enter.

The Folder Definition screen appears for the folder you selected.

In display mode, you can only view the object parameters.

You cannot enter or modify data because all fields are protected.

For explanations of the fields, see Field Descriptions: Folder Definition - General Attributes.

## Renaming a Folder Definition

### To rename a folder definition

- On the Folder Maintenance screen, enter RN in the two-character command line preceding the folder you want to rename and press Enter.

The Rename Folder window opens.

### To rename the folder

- Type the new folder name in the input field provided and press Enter.